

New Jersey Department of Transportation

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

General Information

Distribution of Baseline Document Change Announcements

BDC03T-04

July 15, 2003

Subject: Standard Distribution Procedure of all BDC Announcements

To standardize electronic and hard copy distribution of all future BDC Announcements, this announcement describing the distribution procedure is being issued. All users of BDC announcements must retain this information, since it will no longer appear on every BDC Announcement after September 1, 2003.

BDC Announcements and their attachments will be distributed as follows:

Electronic Access

1. A group of Department personnel will be notified via e-mail when a BDC is signed and posted on the NJDOT website. The e-mail will also include a link to the NJDOT website, where the BDC can be viewed or downloaded. This group of individuals shall be responsible for informing their staff or other colleagues who may utilize the information.
2. The BDC Announcement file and all attachment files can be viewed and downloaded from the Engineering website:
<http://www.state.nj.us/transportation/eng/documents/BDC/>
Alternatively, you can also access this page from the New Jersey Department of Transportation website <http://www.state.nj.us/transportation/> and then navigate to "Engineering", then "Baseline Document Changes (BDC) Announcements".

Hardcopy Distribution

Copies can be acquired by contacting the Engineering Documents Unit on the 1st Floor of the E&O Building, 1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0500.

Phone: (609) 530-5587 Fax: (609) 530-6626

Coding

The baseline document code number presented near the upper left hand corner of BDC memos consists of a multi-character alphanumeric combination.

ex: BDC03T-04

BDC	=	Baseline Document Change
03	=	Year (2003)
T	=	Type of Document Changed, see below
04	=	Number assigned in the order received as request

Code for type of Document

D = Construction Detail
MB = Design Manual, Bridge
MR = Design Manual, Roadway
PR = Procedure
S = Specification
T = Other (i.e.: Sample Plans, Bid Price Report, etc.)

This BDC Announcement supercedes BDC96T-001 dated July 24, 1996 (Baseline Document Change Memorandum Introduction), and All Design Unit Memorandum dated May 27, 1994 (Bulletin Board Implementation).

Recommended By:

Approved By:

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KS:GL
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Maintenance change 03/02/2005